CLASSIFICATION

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OVERALL PERFORMANCE IN CURRENT POSITION  ke into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, aductivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge elly reflects his level of performance during the rating period, place the letter in the rating box corresponding to the statement which most accu-  CLASSIFICATION  APPROVED FOR RELEASE  OBSOLETE PREVIOUS  EDITIONS  (4)	field offices product to the	to insu	ire c	ompliar	nce wi	th req	uests and d	issemin	ates t	he fi	nishe	ed	ļ
RATING account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, aductivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accusely reflects his level of performance.  CLASSIFICATION  APPROVED FOR RELEASE  RATING  LETTER  (4)				EDAIL	DEDEOF	MANIC	E IN CURRE	T 000:-	100			<u> </u>	
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45 OBSOLETE PREVIOUS CLASSIFICATION APPROVED FOR RELEASE 12,50	of employee's overall pe	erformance du	ring the	perfinent b	ersonal tro	uts or hab	its and norticulae lie	nitations as	talanta D.			1	LETTER
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DATE: NOV 2007					)	APPROV	ED FOR RELE	ASE		12	1974		(4)

## CLASSIFICATION

SECTION D	NARRATIVE COMMENT	\$
suggestions made for improvement of work current position. Amplify or explain ratings	performance. Give recommendations for training. s given in Section C to provide best basis for dete consciousness in the use of personnel, (space, equip	perspective their relationship to overall performance. State Comment on foreign language competence, if required for rmining future personnel action. Manner of performance of their and funds, must be commented on, if applicable. If
in August 197	_served as a Security Of	ice of Security reorganiza-
	en e	· · · · · · · · · · · · · · · · · · ·
	ical separation of the	
into three lo	cations until December I	
long DDO asso	ciation with the former	location and the long
time personal	cult to wean the DDO fro	U officers have tended to
Therefore. un	til recently Mr. Mills h	as continued to handle
support type	cases as opposed to pers	onnel security type cases.
Based on the	few type c	ases that Mr. Mills has
handled there	is ho reason to believe	that he can not perform
	with the same high degre d in support type cases.	e or profredency that he
nas maintaine	a In support type cases.	
	(Continued)	
CECTION E	CERTIFICATION AND COM	MENTS
SECTION E	CERTIFICATION AND COM/ BY EMPLOYEE	TILITIO
	THAT I HAVE SEEN SECTIONS A, B, C	AND D OF THIS REPORT
DATE Jan >4	SIGNATURE OF EMPLOYEE	Mille
2. MONTHS EMPLOYEE HAS BEEN	BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO B	MPLOYEE, GIVE EXPLANATION
UNDER MY SUPERVISION		
5		
<u></u>		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AT ATURE
	Chief,	TYPED OR PRINTED NAME A
DATE		
16 gam 1974	Chief,  BY REVIEWING OFFICIAL	
DATE  16 Jan 1914  3.  COMMENTS OF REVIEWING OFFICIAL	Chief,  BY REVIEWING OFFICIAL	
DATE  16 Jan 1974  3.  COMMENTS OF REVIEWING OFFICIAL  The writer h  Mills during the	Chief,  BY REVIEWING OFFICIAL  nas had general supervisorentire rating period.	ory responsibility for Mr. The letter ratings and the
The writer h Mills during the comments of the n	entire rating period. Trating officer concerning	ory responsibility for Mr. The letter ratings and the Mr. Mill's work performance
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MILLS, Montrell E.

SECTION D (Continued)

It is felt that Mr. Mills truly typifies the "professional" in the realm in general security support work. He has developed and maintained excellent rapport with the Security Field Offices and the case officers of the DDO. He takes great pride in assuring that his assignments are carried out in a manner which will reflect credit on the Office of Security. This has certainly been attested to by the many genuinely sincere commendations which appear in his file.

Mr. Mills does not hesitate to offer his views regarding approaches to an assignment and more often than not his judgment and initiative have contributed greatly to the DDO representatives in reaching solutions involving difficult problems. He has a definite ability to keep a number of cases active and at the same time assure that deadlines are met. He is resourceful and completely dependable. In the absence of the rater he acts as the Chief of the

Perhaps the strongest indication of his character, integrity, and dedication to the office is reflected in his spirit and enthusiasm in achieving a quality product.

Another of Mr. Mills exceptionally qualities is his unselfishness--he is always ready to assist other members of the Branch regardless of the time of day in whatever tasks they may have or regardless of the personal inconvenience it may cause him.

The only weakness this rater can find in Mr. Mills is occasionally in his written work. He has slight difficulty with his sentence construction; however, this is only an occasional problem, and overall is offset by his ability to identify and report on the problem at hand in a complete and concise manner.

Mr. Mills will be leaving the on 21 January 1974 to take an assignment with the Uffice of Working with him has been a distinct pleasure.

## SECTION E (Continued)

develop the expertise now required of the generalist officer assigned to the However, the writer believes that Mr. Mills would have increased his level of performance in these areas quickly from additional exposure, if he had not been transferred to a new assignment. Two strong points, in addition to those previously mentioned, stand out in Mr. Mills overall performance. These are loyalty to his supervisors and the Office of Security and dependability on the job. With regard to the latter, he has always been ready and available after hours to do any job asked of him and without the benefit or thought of overtime.

The writer would be pleased to have Mr. Mills work for him at any time in the future.